

Internship report
on
Recruitment and Selection Process of
Opsonin Pharma Limited

Internship Report
On
Recruitment and Selection process of Opsonin Pharma Ltd.

Submitted by:

Khadiza Akter

ID: 201-11-6508

Department of Business and Administration

Faculty of Business and Entrepreneurship

Supervised by:

Mr. Siddiqur Rahman

Assistant Professor

Department of Business and Administration

Daffodil International University

Date of Submission: 10/07/2024

Letter of Transmittal

Date –10/07/2024

To,

Mr. Siddiquir Rahman

Assistant Professor & Head (in-charge)

Faculty Of Business and Entrepreneurship

Daffodil International University

Subject: Internship Report on Recruitment and Selection process of Opsonin Pharma Ltd

Dear Sir,

I am honored to submit my comprehensive report on the "Recruitment & Selection Process" of Opsonin Pharma Ltd. This document fulfills a crucial component of my BBA program—a three-month internship during which I devoted meticulous effort to adhere to your provided guidelines and select a thoughtful topic. The report encapsulates a synthesis of practical insights and theoretical knowledge, underscoring the depth of my understanding. I earnestly request and hope for your favorable consideration in receiving this submission.

Best Regards,

A handwritten signature in black ink, appearing to read 'Khadiza', is written over a horizontal line.

Khadiza Akter

ID: 201-11-6508

Batch: 55th

Program: BBA

Major: Human Resource Management

Approval Certificate

Khadiza Akter, bearing ID 201-11-6508 and pursuing a major in Human Resource Management within the Department of Business Administration at Daffodil International University, successfully fulfilled the internship report requirement under my guidance. The focus of her report, titled "Recruitment & Selection Process of Oponin Pharma Limited," demonstrates a commendable level of independent effort. Having thoroughly reviewed the document, I am impressed with its quality and deem it a well-crafted piece of work. I extend my best wishes to Khadiza for success in all her future endeavors.



Mr. Siddiqur Rahman

Assistant Professor

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Declaration

I hereby assert that the internship report, titled "Recruitment & Selection Process" of Oponin Pharma Limited, which I have submitted to Daffodil International University in partial fulfillment of the requirements for the degree of Bachelor of Business Administration, is an original and distinctive piece of work. I affirm that the content presented in this internship report is a result of my individual experience and diligent effort. This report is authentic and has not been previously submitted to any other university or institution for any degree or project.



Khadiza Akter

ID: 201-11-6508

Batch: 55th

Program: BBA

Major: Human Resource Management

Acknowledgement

I express my sincere gratitude, firstly to the Almighty Allah, for bestowing upon me the privilege to successfully complete this report. I extend heartfelt thanks to my internship supervisor, **Mr. Siddiqur Rahman**, whose guidance played an instrumental role in the completion of this report. Furthermore, I wish to convey my genuine appreciation to **Md. Al-Amin Sr. Officer HR** (Organizational Development) for providing invaluable insights into HR functions within a corporate setting also to **Samauz Zoha Asst. Manager & In-charge**, HR for giving me the opportunity to work as intern. This expression of gratitude is a testament to the genuine mentorship, support, and practical learning integral to the completion of this report.

Executive Summery

This internship report presents the comprehensive analysis of the "Recruitment and Selection Process" of Opsonin Pharma Ltd.

The reason of making this internship report is to evaluate my new work experience, skills and knowledge acquired during my internship. Share my experience with my respective Teachers, Supervisor, Company.

The most valuable aspect of my internship report is to gain valuable work experience, fulfill as the partial requirement to complete my bachelor degree and to boost my both intern skills and my job specific abilities

The document gives an overview of Opsonin Pharma Ltd., outlining its corporate background, mission, and core values. It proceeds to articulate the significance of an effective recruitment and selection process in aligning human resources with organizational objectives.

Since Opsonin has for long been established and recognized as one of the leading, progressive and modern pharmaceutical companies in the country, so a wide range of employees are required to take the service to the doorstep of the beneficiaries. Recruitment steps of Opsonin Pharma unfold, encompassing diverse channels. They use various ways, like ads and tech tools, to attract potential candidates for walk-in interviews. Special emphasis is placed on the company's commitment to diversity and inclusion, ensuring a dynamic and skilled workforce.

The report meticulously details the selection procedures undertaken by Opsonin Pharma Ltd. The overall process of Recruitment and selection is maintained in several steps. The Recruitment Steps starts with Planning, raising recruitment requisition for management approval they use both internal and external source. Selection step starts with calling for written exam ends with preparing appointment letter and distribute it in presence of management. Expanding training and development opportunities for both new hires and existing staff to foster continuous growth and skill enhancement is give.

Table of Contents

Letter of Transmittal	iv
Approval Certificate	v
Declaration.....	vi
Acknowledgement	vii
Executive Summery	viii
Chapter-01.....	1
1.Introduction.....	1
1.1 Introduction of the study.....	2
1.2 Background of the study	2
1.3 Scope of the study.....	2
1.4 Objective of the study	3
1.5 Methodology of the study	3
1.5.1 Source of Data	3
1.5.2 Secondary Sources	3
1.6 Limitation of the study	3
Chapter-02.....	5
2.Overview of Opsonin Pharma Limited	5
2.1 About Opsonin	6
2.2 History of OPL	6
2.3 Mission Vision and Values of OPL.....	7
2.3.1 Mission of OPL.....	7
2.3.2 Vision of OPL	7
2.3.3 Values of OPL	7
2.4 OPL's Goal	7
2.5 Quality Policy and Quality Assurance of OPL.....	7
2.5.1 Quality Assurance.....	7
2.5.2 Quality Policy	8
2.6 Products and Services of OPL	8
2.7 Swot Analysis of OPL	8
2.8 Different Departments of OPL	9

Chapter-03	10
Recruitment and Selection process of Opsonin Pharma Ltd	10
3.1 Recruitment and Selection process of OPL	11
3.2 Recruitment process of Opsonin Pharma Limited	11
3.2.1 Recruitment Planning.....	12
3.2.2 Recruitment Strategy of OPL	14
3.2.3 Searching for the right candidates.....	14
3.2.4 Screening/Shortlisting.....	16
3.2.5 Evaluation and Control	16
3.3 Selection process of OPL	18
3.3.1 Inviting applicants for written exam	18
3.3.2 Publish results and calling for Interview	19
3.3.3 Take Interview as per Schedule.....	19
3.3.4 Inviting candidates for further evaluation.....	20
3.3.5 Reaching out the Selected Candidates.....	21
3.3.6 Reference and Medical check.....	21
3.3.7 Distributing Appointment Letter.....	21
3.3.8 New Joiner checklist	22
Chapter-04.....	23
Findings, Recommendations & Conclusion.....	23
4.1 Findings of the study.....	24
4.2 Recommendations	25
4.3 Conclusion	25
References.....	26

Chapter-01

1.Introduction

1.1 Introduction of the study

In the dynamic realm of the pharmaceutical industry, effective recruitment and selection processes are key components that significantly influence an organization's success. This internship report takes a focused look at Opsonin Pharma Limited, examining its recruitment and selection practices within the specific context of Bangladesh and in consideration of broader global perspectives. As the pharmaceutical sector in Bangladesh undergoes rapid growth and transformation, the importance of strategic human resource practices cannot be overstated. Recruitment and selection are the primary means by which organizations attract and acquire the talent needed to meet their goals. Effective processes ensure that the right people with the required skills and qualifications are brought into the organization. This exploration will shed light on how Opsonin's recruitment and selection processes are done.

1.2 Background of the study

Human Resource Management (HRM) is the systematic approach to overseeing a business entity's entire workforce, aligning their efforts with organizational goals. It represents a strategic and thoughtful administration of an organization's most valuable assets. Modern HRM has evolved from traditional personnel management, emphasizing a proactive and strategic approach that recognizes the pivotal role of human capital in achieving organizational success. "Recruitment and Selection Process of Opsonin Pharma Limited" for this internship report. To ensure its successful completion, I closely collaborated with the HR Department of Opsonin Pharma Limited, gaining an in-depth understanding of the company's recruitment and selection procedures. Given Opsonin Pharma Limited's multinational status, I prioritized the confidentiality and security of information, utilizing only approved data to compile this report. All the information presented herein is derived directly from my practical work experience with the Human Resources Department of Opsonin Pharma Limited and from the official local and global Opsonin Pharma Limited website - ensuring accuracy and reliability.

1.3 Scope of the study

Throughout my internship at Opsonin Pharma Limited, my primary focus was directed towards the activities of the Human Resources Department. Nevertheless, I was fortunate to establish communication. During this period, I engaged in full-time office duties and played a direct role in the comprehensive recruitment process of the company. The hands-on experience and active

participation in the hiring procedures of Opsonin Pharma Limited proved invaluable. It not only enriched my understanding of HR practices but also enhanced my portfolio with practical knowledge. The exposure to recruitment-related external communications broadened my skill set, enabling me to effectively navigate the dynamic and multifaceted aspects of human resource management within the pharmaceutical industry.

1.4 Objective of the study

The report has been made with the following objective:

1. To analyze recruitment process of Opsonin Pharma Limited
2. To explain selection process of Opsonin Pharma Limited
3. To identify problems related to recruitment and selection process of Opsonin Pharma Limited
4. To provide some recommendation based on problems

1.5 Methodology of the study

This research is Qualitative research and it is descriptive in nature.

1.5.1 Source of Data

This study is underpinned by Secondary form of data related to Opsonin Pharma Limited

1.5.2 Secondary Sources

- Company websites
- Official documents
- HR policies
- Text books

1.6 Limitation of the study

Due to the sensitive nature of human information within Opsonin Pharma Limited, this report is constrained in certain areas for the following reasons:

- **Limited Employee Database Access:** Inadequate access to the extensive employee database limits a detailed examination of individual employee details.
- **Time Constraints for Consultation:** Employee workload poses challenges in securing sufficient time for consultations and discussions.

- **Insufficient Website Information:** Information on Opsonin Pharma Limited's websites is not extensive enough for an in-depth workforce study.
- **Information Secrecy Policies:** Strict approval requirements at every step hinder the collection and utilization of internal information.
- **Global Hiring Confidentiality:** Top-level hiring conducted by the global HR team is maintained in strict confidentiality.

These limitations highlight the challenges faced during the research process and underscore the importance of respecting Opsonin Pharma Limited's information confidentiality policies.

Chapter-02

2.Overview of Opsonin Pharma Limited

2.1 About Opsonin

Opsonin Pharma Limited (OPL) stands as a leading pharmaceutical company in Bangladesh, holding a prominent position in the industry. Established as the second oldest pharmaceutical company before the nation gained independence, OPL has been dedicated to providing quality healthcare support, particularly to the underprivileged population. Specializing in the development, manufacturing, and marketing of generic medicines for human use, OPL's extensive product range, comprising over 350 brands and 800 SKUs, contributes significantly to improving the quality of life for people in Bangladesh and beyond.

With a commitment to offering affordable and high-quality medicines, OPL has earned a reputation for being a reliable provider in the pharmaceutical sector. The company's mission revolves around enhancing the health and well-being of individuals, fostering longer, healthier, and more productive lives. Recognizing the importance of good health, OPL acknowledges the significant advancements in medicine over the last century, contributing to the increasing average life expectancy.

2.2 History of OPL

Started in 1956 by Founder Chairman Abdul Khaleque Khan, the industrial development journey in our country, especially in pharmaceuticals, has been a story of innovation and growth. What began as a small seed has now grown into a significant tree. The path wasn't easy, but after overcoming challenges, a distilled water plant now stands as a landmark in the Bangladesh pharmaceutical industry. Their focus on nation-building activities has been consistent, and their dreams have positively impacted both humanity and the individuals driving this progress. This dream turned into reality through the collective efforts of thousands, representing a thousand miles of dedicated strides forward.

- Opsonin Chemical Industries began as a partnership business in 1956
- Later transitioning to Opsonin Pharma Ltd. in 2005.
- Over the years, it expanded its product range, ventured into international markets, and achieved significant milestones such as ISO 9001 certification in 2000.

- Notable advancements include the introduction of suppositories in 1996
- soft gelatin capsules in 1997, and Nasal Preparations in 2012.
- The company's commitment to innovation is evident through the construction of a modern pharmaceutical formulations factory in 2006
- the launch of ophthalmic products in 2014.
- With a focus on quality and expansion, Opsonin Pharma Ltd. has emerged as a prominent player in the pharmaceutical industry in Bangladesh and beyond.

2.3 Mission Vision and Values of OPL

2.3.1 Mission of OPL

To enhance public health and meet the satisfaction of stakeholders through the manufacturing and marketing of pharmaceutical finished products.

2.3.2 Vision of OPL

To move towards an internationally competitive industry with variety of products to meet customer needs

2.3.3 Values of OPL

In order to achieve the aspired vision employees should subscribe to the following

- For quality all employee
- Take initiative to exceed standard
- Believe in continuous improvement

2.4 OPL's Goal

To enhance sales growth, boost productivity, enhance the company's image and customer satisfaction, and ensure a continual path of improvement.

2.5 Quality Policy and Quality Assurance of OPL

2.5.1 Quality Assurance

To manage this, they've organized

- QAD into sections—Quality Control, Quality Surveillance, Validation, and In-Process-Control.
- Each follows US-FDA, UK-MHRA, TGA-Australia, EU, etc., ensuring our products consistently meet the highest quality benchmarks.

2.5.2 Quality Policy

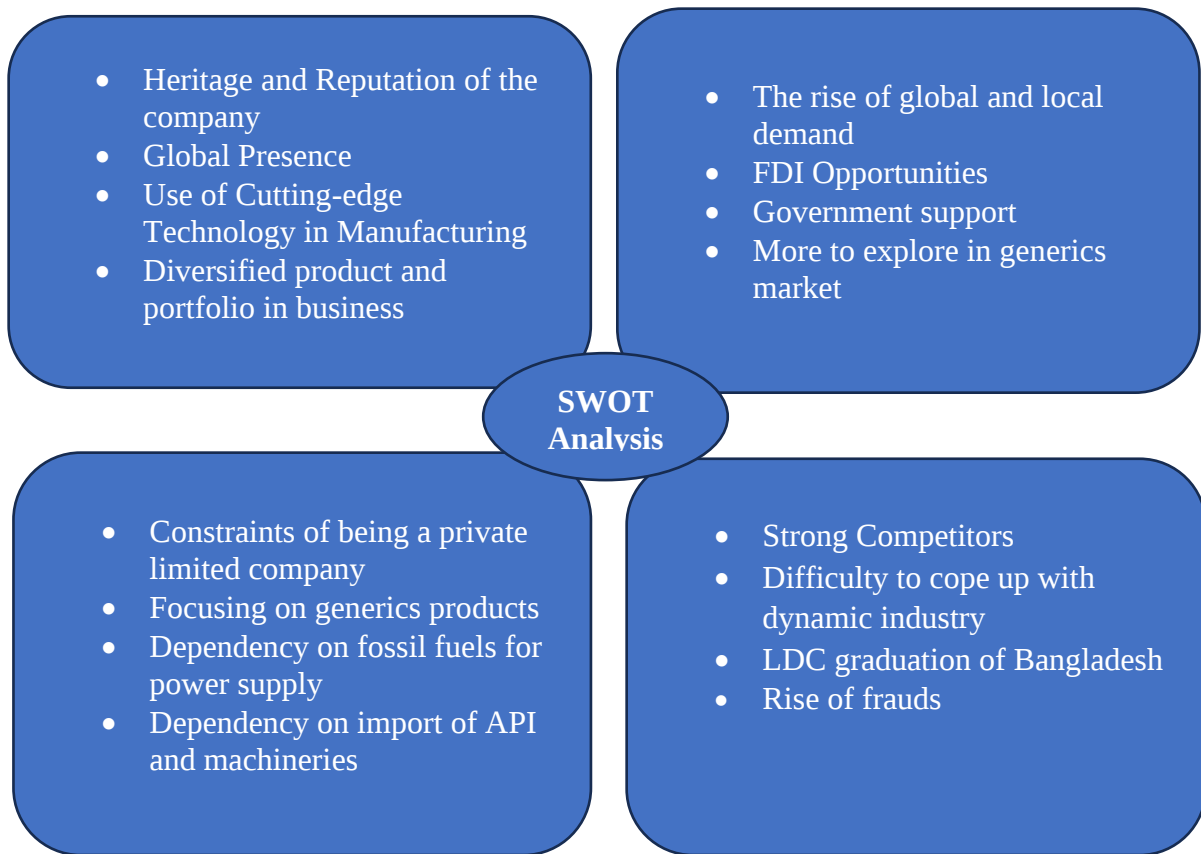
Opsonin Pharma is committed to advancing as a leading pharmaceutical company in Bangladesh and globally. The focus is on delivering top-quality healthcare solutions by efficiently utilizing resources and optimizing processes.

2.6 Products and Services of OPL



Featured Products Name	OPL Services
AlpraX Alphazolam	Medical Collage and Hospital
Filin Aminophyline	Emergency Ambulance
Glims Glimepiride	Emergency Fire Service
Juvain Piracetam	Emergency Police station

2.7 Swot Analysis of OPL



2.8 Different Departments of OPL

To support our growth, they are looking for talented professionals who will share their enthusiasm and contribute to develop the company's and their own future. An individual who believes that s/he can contribute to the organization's goals are welcome to apply for a job with them. They hire people for the following departments:

- Human Resources
- Finance & Accounts
- Supply Chain Management
- Sales, Marketing Strategy
- Information Technology
- Administration
- International Regulatory Affairs
- Quality Assurance
- Research & Development (Validation & Biotechnology)
- International Marketing
- Production/ Operation
- Distribution

Chapter-03

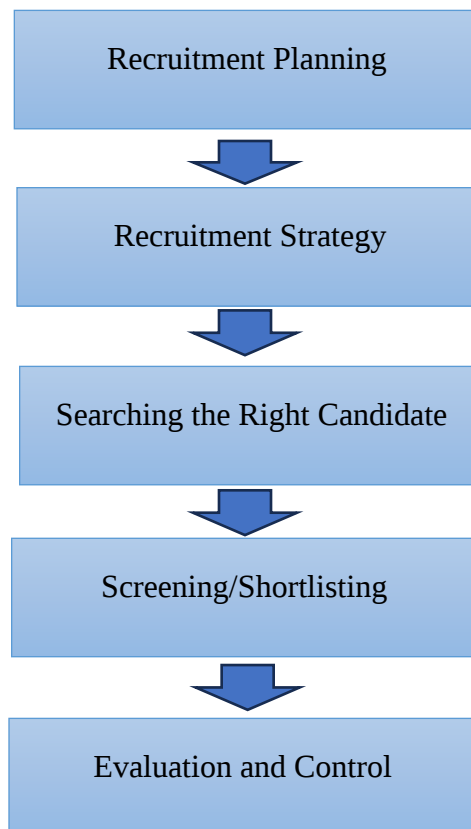
Recruitment and Selection process of Opsonin Pharma Ltd

3.1 Recruitment and Selection process of OPL

Opsonin Pharma Limited's recruitment and selection process plays a pivotal role in shaping the company's workforce and ensuring its continued success in the pharmaceutical industry. By strategically identifying, attracting, and selecting top talent, Opsonin Pharma Limited endeavors to build a skilled and diverse team aligned with its organizational goals. This introductory paragraph sets the stage for exploring how Opsonin Pharma Limited navigates the complexities of recruitment and selection to secure the best candidates for its dynamic and evolving workforce needs.

The recruitment process has a significant impact on the success and growth of Opsonin Pharma Limited. By attracting and selecting top talent, the company ensures that it has the right individuals to drive innovation, efficiency, and competitiveness. Here is the following recruitment process the company follow currently.

3.2 Recruitment process of Opsonin Pharma Limited



3.2.1 Recruitment Planning

A well-structured recruitment plan is essential to effectively attract potential candidates from a diverse pool. Opsonin Pharma Limited seeks candidates who are not only qualified and experienced but also possess the capability to shoulder the responsibilities necessary for achieving the organization's objectives

A. Identifying Job Vacancy

At first, The Head of the Department or Sr. Manager of any concerned department raise requisition through HRD form for management approval. When recruitment requisition is raised, HR Department Head receives requisition approval from OPL management. Upon receiving a vacancy requisition, it becomes the responsibility of the sourcing manager to assess the necessity of the position, considering factors such as permanency, full-time or part-time status, and overall organizational needs. This evaluation ensures that resources are allocated appropriately and recruitment efforts are aligned with strategic objectives.

When identifying vacancies at Opsonin Pharma Limited, several key factors are considered:

- The number of posts to be filled and the corresponding number of positions available.
- Clear delineation of duties and responsibilities associated with each position.
- Specification of qualifications and experience required for prospective candidates.

B. Job Analysis

At Opsonin Pharma Limited, job analysis is a vital process aimed at understanding the specific skills, abilities, and work environment of each job role. This analysis helps identify job requirements and the necessary qualifications for productive performance. In job analysis at Opsonin Pharma Limited, the following steps are crucial

- Record and collect job information.
- Ensure accuracy in checking job details.
- Generate job descriptions.
- Determine required skills and knowledge.

C. Job Description

A job description is a written document that outlines the duties, responsibilities, qualifications, skills, and expectations associated with a specific job role within an organization. It serves as a guide for both employers and employees, providing clarity on job requirements and helping to ensure alignment between organizational goals and individual performance. Below points shows how they make job description

- **Job Title and Department:** Clearly state the job title and the department or division within the company where the position is located.
- **Job Summary:** Provide a brief overview of the primary purpose and objectives of the job role, highlighting key responsibilities and outcomes.
- **Key Responsibilities:** List the primary duties and tasks associated with the job role, specifying the expected outcomes and deliverables.
- **Qualifications and Requirements:** Outline the necessary qualifications, skills, experience, and education required for the position, including any specific certifications or licenses.
- **Working Conditions:** Describe any specific working conditions or physical requirements associated with the job role, such as lifting heavy objects or working in a laboratory environment.

D. Job Specification

To serve the position effectively, it requires some unique competencies and experiences. So, keeping this in mind, the education, experience, competencies, specific skills, certifications, professional degree and all other requirements for the position are mentioned depending on the position. Job specifications, also known as employee specifications or person specifications, are detailed descriptions of the qualifications, skills, experience, and attributes required for a specific job role within an organization. OPL job specification goes as

- Outline skills and competencies
- Define experience level
- Consider personal attributes
- Review and finalize

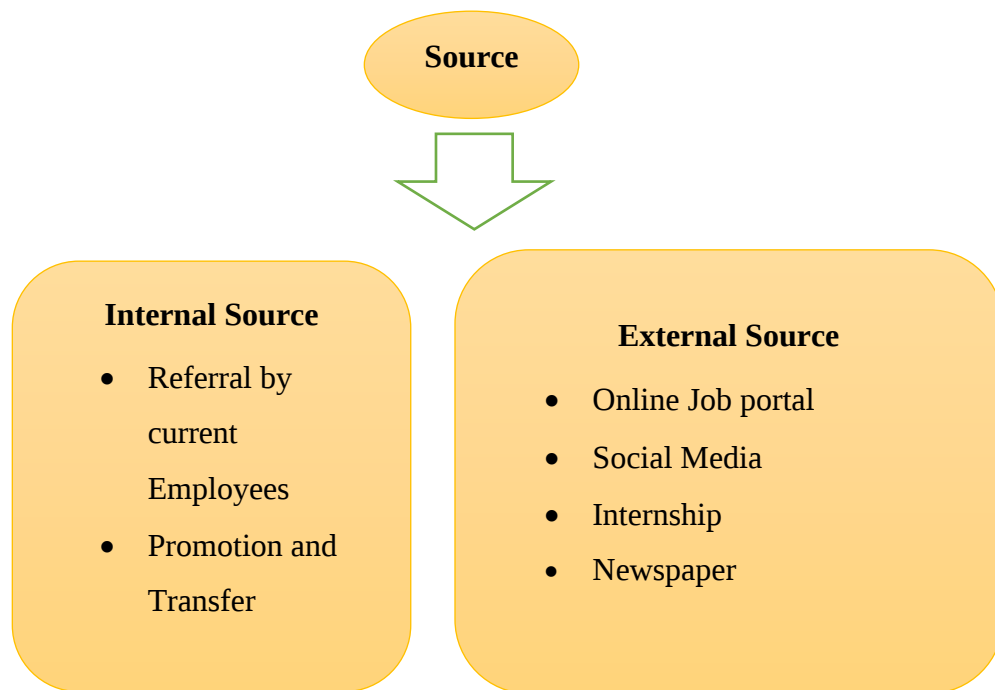
3.2.2 Recruitment Strategy of OPL

Recruitment Strategy for Opsonin Pharma Limited:

- **Job Analysis:** Conduct comprehensive job analysis to clearly define the specific requirements, responsibilities, and qualifications for each position within the organization.
- **Employer Branding:** Invest in building and promoting Opsonin Pharma Limited's employer brand by highlighting the company's values, culture, career advancement opportunities, and employee benefits
- **Talent Sourcing:** This includes utilizing job portals, social media platforms, industry networks, and employee referrals to reach a wide range of qualified candidates.
- **Candidate Assessment:** This may involve conducting structured interviews, skills assessments, and behavioral assessments to ensure the selection of the most suitable candidates for each role.
- **Onboarding Process:** Providing necessary training, resources, and support during the onboarding process helps new employees acclimate to their roles and contributes to their long-term success within the company.

3.2.3 Searching for the right candidates

Once they get approval for advertisement, they share it with commercial department. Opsonin Publishes advertisement for recruitment on Commercial job websites like BDjobs online portal as well as on newspaper. They invite applicants from the following source



. Internal Source

- **Transfer:** Transfer involves the movement of an employee from one job to another within the same organization, without altering their status in terms of recruitment and selection. It typically occurs to meet organizational needs or to provide employees with broader experience.
- **Promotion:** Promotion, on the other hand, entails advancing an employee's position within the organization based on their performance evaluation.
- **Employee Referral Program:** Opsonin Pharma implements an Employee Referral Program to source new talent from its existing workforce. Current employees are informed of new job openings and encouraged to refer candidates from their networks who fit the job requirements.

External Source

In sourcing new talent, Opsonin Pharma Limited employs various external channels:

1. **Online Job Portals:** Opsonin Pharma Limited advertises vacancies on prominent job portals like bdjobs and Kormo to attract skilled individuals.
2. **Social Media:** Leveraging the popularity of social media for recruitment purposes, Opsonin Pharma Limited shares job postings in relevant groups and on its dedicated career page.
3. **Internship Program:** Opsonin Pharma Limited operates the "Opsonin Learnership" initiative, an internship program aimed at recruiting fresh university graduates and grooming them for entry-level positions within the company.
4. **Newspaper Advertisements:** Periodically, Opsonin Pharma Limited advertises bulk hiring requirements in daily newspapers to reach a wide audience

3.2.4 Screening/Shortlisting

Screening involves the accurate selection of candidates from the applicant pool. At Opsonin Pharma Limited, after the initial search phase, applicants undergo screening to determine their suitability for further evaluation. This process effectively eliminates unqualified candidates or those not aligned with the job requirements. Some key steps taken by Opsonin Pharma Limited during screening and shortlisting include:

- **Resume Review:** Evaluation of applicants' resumes to assess their qualifications and experience.
- **Academic Background:** Assessing candidates' educational qualifications and credentials.
- **Alignment with Job Requirements:** Ensuring candidates' skills and experience align with the specific job requirements.

3.2.5 Evaluation and Control

The final step in the recruitment process at Opsonin Pharma Limited is evaluation and control. This phase involves testing the effectiveness of the recruitment methods and processes to ensure accuracy and efficiency. Given the significant costs associated with hiring, it is crucial to carefully

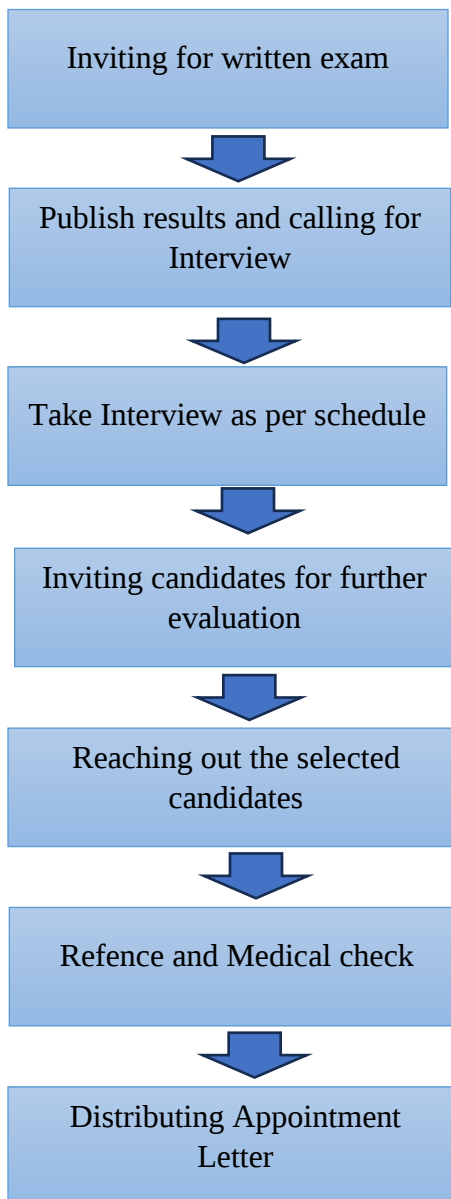
monitor and assess the recruitment process. Opsonin Pharma Limited employs various factors to control and reduce recruitment expenses, including:

- Expenses for new hires' salaries and benefits.
- Time and resources spent by management on job descriptions, advertisements, and recruitment agencies.
- Costs of advertising, campus recruitment, and consultant fees.
- Expenses for producing recruitment materials.
- Overhead and administrative costs related to recruitment.
- Expenses for overtime and outsourcing during unfilled vacancies.

By carefully evaluating and controlling recruitment costs, Opsonin Pharma Limited strives to optimize its recruitment process, ensuring effective talent acquisition while minimizing unnecessary expenses.

3.3 Selection process of OPL

The Selection Process of OPL has the following steps:



3.3.1 Inviting applicants for written exam

Upon receiving CVs for the advertised positions, Opsonin Pharma Limited's HR department meticulously reviews each submission to ensure alignment with the job requirements and

qualifications. Following this initial screening process, a selection of suitable CVs is carefully curated and forwarded to the respective department for final sorting.

In collaboration with the departmental heads or hiring managers, the shortlisting process aims to identify candidates whose skills and experiences best match the needs of the position. Once the shortlisting is completed, the chosen candidates are promptly contacted via call, SMS, or email to inform them of the upcoming written examination. This communication includes details regarding the examination schedule, such as the date, time, and venue, ensuring that candidates are adequately prepared and informed for this crucial stage in the recruitment process.

Upon notifying candidates about the exam, Opsonin Pharma Limited ensures comprehensive logistic support is arranged, encompassing transportation, meals, support staff, and necessary equipment such as computers and printers. This meticulous preparation ensures that candidates can focus solely on their examination without any logistical concerns.

3.3.2 Publish results and calling for Interview

Interviewers from Performance Management & Development (PMD) and Training departments oversee the examination process, ensuring adherence to the established schedule and guidelines. Candidates complete their exams according to the predetermined timetable, allowing for a fair and consistent assessment of their knowledge and skills.

Following the completion of the exam, scripts are checked and marked by the PMD and Training departments. This comprehensive evaluation process ensures accuracy and fairness in assessing candidates' performance.

Candidates who successfully pass the exam are promptly notified and invited to proceed to the next stage of the hiring process, which involves participating in an interview conducted by the company's hiring panel.

3.3.3 Take Interview as per Schedule

At Opsonin Pharma Limited, interviews are conducted with careful consideration to ensure a comprehensive assessment of candidates' suitability for the role. Interviewers use a combination of behavioral, situational, and competency-based questions to assess candidates' skills, experiences, and suitability for the role. These questions are designed to elicit specific examples of past achievements, problem-solving abilities, and alignment with the company's values and

culture. Interviewers Start interview of candidates using HRD form who passed written exam according to schedule. During the Interview, the following criteria are considered for selection:

1. Physical Appearance
2. Verbal Communication/ Presentation
3. English Reading Capability
4. English Speaking Capability
5. English Listening/ Understanding
6. Motorcycle Driving Skill
7. IT Literacy
8. Others as per Role

When interview is done, they Inform candidates about result publishing date, time & place during interview.

3.3.4 Inviting candidates for further evaluation

Under the step of inviting applications for further evaluation, Opsonin Pharma Limited ensures a comprehensive and rigorous assessment process to identify the most suitable candidates, which include a series of tests and interviews. Key components of this evaluation include a Medical Language Test to assess the candidates' understanding of pharmaceutical terminology and concepts, ensuring they can effectively communicate within the industry. Additionally, a Computer Literacy Test is conducted to gauge their proficiency with essential software and digital tools necessary for efficient job performance.

To ensure candidates are well-prepared for the physical demands of certain roles, a Physical Fitness Assessment is also included. This test evaluates the candidates' ability to handle tasks that may require long hours of standing, manual labor, or frequent movement, ensuring they are physically capable of performing job duties effectively and safely.

Candidates who excel in these evaluations may also be required to undergo relevant training programs to equip them with specific skills and knowledge pertinent to working in a pharmaceutical company. This thorough evaluation and training process ensures that Opsonin

Pharma Limited recruits highly qualified and well-prepared individuals, ready to contribute to the company's mission and goals.

The training period typically spans between 22 to 35 days, allowing ample time for participants to acquire and refine the skills necessary for their respective roles. Throughout the training period, participants are provided with hands-on learning experiences, interactive workshops, and mentorship opportunities to maximize their learning outcomes.

3.3.5 Reaching out the Selected Candidates

After the completion of interviews or training sessions, Opsonin Pharma Limited's HR department finalizes the selection process, ensuring that all necessary evaluations have been conducted to identify the most suitable candidates for the respective roles.

In addition to congratulating the chosen candidates, the HR department provides comprehensive briefings on the upcoming joining process, covering essential details such as the organizational culture, job responsibilities, and benefits package. This personalized approach demonstrates Opsonin Pharma Limited's commitment to fostering a positive and transparent recruitment experience for new hires.

Following the initial communication, selected candidates receive both SMS and email notifications containing crucial information, including the confirmed joining date, orientation schedule, and relevant documentation requirements.

3.3.6 Reference and Medical check

Before finalizing employment at Opsonin Pharma Limited, candidates undergo thorough reference and medical checks. The reference check involves contacting previous employers to verify work history and performance. The medical check ensures the candidate is healthy and fit for the job, confirming they can perform their duties safely and effectively. These steps help ensure that only the most qualified and capable candidates join the company.

3.3.7 Distributing Appointment Letter

At Opsonin Pharma Limited (OPL), the final stage of the recruitment process involves the issuance of appointment letters to selected candidates. Once management approval is obtained, the HR department prepares formal appointment letters outlining key employment details. Candidates are

promptly notified of their selection via email and SMS, receiving warm congratulatory messages and instructions for the joining process. The distribution of appointment letters is overseen by the HR Department Head in the presence of OPL management, ensuring a smooth and transparent onboarding experience for new hires. Finalize posting with OPL management approval, they prepare Appointment letter and Candidates are communicated through mail and SMS with a Congratulation message and joining process is told. Appointment letter is distributed among them by HR Department Head in presence of management.

3.3.8 New Joiner checklist

Every New Joiner Employee of Opsonin Pharma Limited must submit the following document:

1. Employee NID/Birth Certificate/ Passport copy
2. Utility Bill Document of Present Address
3. A complete CV
4. Education Documents
5. Document of Professional Certification (if any)
6. Work Experience certificate (if any)
7. TIN Certificate (if the salary of the particular employee is taxable)
8. NID and picture of the Nominee
9. Bank Account Information (for blue-collar hirings only)
10. Emergency contact information

Chapter-04

Findings, Recommendations & Conclusion

4.1 Findings of the study

After completion of my internship at Opsonin Pharma Limited, the following findings have been found:

- Opsonin Pharma Limited employs a structured recruitment process that encompasses well-defined procedures and standardized steps to ensure consistency and efficiency. This approach includes meticulous planning, clear job descriptions, thorough screening and selection methods.
- Opsonin Pharma Limited's recruitment planning involves a thorough analysis of vacancies and a structured approach to attract and select candidates
- Opsonin Pharma Limited hires from both internal and external sources, with a higher priority on internal recruitment and a particular emphasis on employee referrals.
- The company much appreciates a good reference background as well as a good health fitness is important for this kind of problems.
- The company utilizes a variety of recruitment channels, including online job portals, social media, headhunters, and newspaper advertisements.
- The written exams include questions on pharmaceutical terminology and industry-specific regulations, ensuring candidates have a strong foundational understanding.
- The results from written exams and interviews help identify areas where candidates may require additional training, ensuring they are fully prepared for their roles.
- All candidates are assessed solely based on their qualifications and merit, ensuring fairness in the selection process.
- Before finalizing employment decisions, Opsonin Pharma Limited conducts thorough reference and background checks to verify candidates' work history, qualifications, and suitability for the position.
- The initial screening process can be time-consuming and inefficient, leading to delays in shortlisting qualified candidates.
- Conducting written exams and interviews may face scheduling conflicts and logistical issues, causing prolonged selection timelines.
- Variability in interview panel assessments can lead to inconsistent candidate evaluations, affecting the fairness and accuracy of the selection process.

- Limited use of advanced recruitment technologies and software can hinder efficient processing and tracking of applicants.
- Ineffective communication channels may result in missed notifications or misunderstandings between HR, candidates, and other departments.
- Inadequate resources for conducting comprehensive training and evaluation sessions can impact the overall effectiveness of the recruitment process.

4.2 Recommendations

- **Streamline Screening Process:** Implement automated screening tools or software to efficiently review applicant resumes and identify qualified candidates.
- **Optimize Scheduling:** Coordinate interview schedules and exam timings in advance to minimize delays and ensure smooth execution of selection steps.
- **Standardize Evaluation Criteria:** Develop clear and standardized evaluation criteria for interview panels to ensure consistency and fairness in candidate assessments
- **Invest in Recruitment Technology:** Invest in modern recruitment technologies and software platforms to streamline processes, enhance communication, and improve candidate tracking.
- **Enhance Communication Channels:** Implement robust communication channels, such as email updates and online portals, to keep candidates informed about their application status and upcoming steps in the selection process.
- **Allocate Sufficient Resources:** Allocate adequate resources, including staff, facilities, and training materials, to facilitate comprehensive training and evaluation sessions for both candidates and interviewers.

4.3 Conclusion

In conclusion, Opsonin Pharma Limited employs a comprehensive and diverse recruitment and selection process to attract and retain top talent. Through various channels such as online job portals, headhunters, social media, and employee referral programs, Opsonin ensures a wide pool of qualified candidates for different roles. Additionally, the company values internal talent through its promotion and transfer policies, prioritizing the growth and development of its employees.

References

- The Company Overview, history, mission, vision, goal have been retrieved from website <https://www.opsonin-pharma.com/about-opsonin.php>
- SWOT analysis of OPL has been retrieved from website <https://www.thestrategywatch.com/swot-analysis-of-opsonin-pharma-limited/?fbclid=IwAR2jZHLNLJXZWpEBbDnCPPMwz0J1GzB8VioaUj97pV-jPMRTZ3Ql8hp57A>
- Strategic Human Resource Management by William P. Anthony
- The Recruitment and Selection By Tutorialspoint
- Annual Report of OPL